



**Arlington Historic District Commissions  
Final & Approved Minutes**

May 26, 2020

8:00 PM

Conducted by Remote Participation

**Commissioners Present:** D. Baldwin, C. Barry, M. Bush, B. Cohen, A. Johnson, S. Makowka, B. Melofchik, C. Tee, J. Worden

**Commissioners Not Present:** N. Aikenhead, M. Audin

**Guests:** C. Grinnell

**1. AHDC Meeting Opens 8:00pm**

**S. Makowka served as chair read statement about remote participation. B. Cohen facilitated the Zoom meeting.**

**Welcomed the two new commissioners, A. Johnson and B. Melofchik.**

- 2. Approval of draft minutes from February 27, 2020** – S. Makowka abstained from approving the minutes since he was not in attendance. J. Worden said he looked at these some time ago and incorporated into the minutes. C. Greeley said she did incorporate them. J. Worden moved approval with modifications. Seconded by B. Cohen. Yes – J. Worden, B Cohen, D. Baldwin, C. Barry, C. Tee, M. Bush; Abstaining – B. Melofchik , A. Johnson, S. Makowka. Executive session minutes moved approval by J Worden, seconded by B. Cohen, Yes – J. Worden, B Cohen, D. Baldwin, C. Barry, C. Tee, M. Bush; Abstaining – B. Melofchik , A. Johnson, S. Makowka.

**3. Communications**

B. Cohen had 3 communications – 1) J Nyberg regarding car platform on Russell Terrace. He has decided to keep what is there but the side towards the yard (away from the street) is flimsy wood and not safe so she suggested he talk w/engineer to install some type of safety railing and it does need to come before the Commission because it is a change. 2) Corresponded w/Parmenter School people and she has been talking with the architect – they claim they want a non-substantive change but she will follow up hoping it won't need to come before Commission 3) Westminster Street with family that wants to put in windows which are not appropriate. Wood casing with clad exterior and advised not meeting requirements. She is working to help them get moving forward – rear windows are not visible (M Bush confirmed) and they will probably be ok because not under our jurisdiction. Ones on the side need to be fully wood so they are still

discussion which window will meet the criteria. She is going to discuss the trim not being actual wood. S. Makowka suggested B. Cohen look at the minutes and plans approved.

J. Worden said resident asked about the status of the fence at the Parmenter House on Russell Street. M. Bush will follow up.

D. Baldwin reported on Solar Installation on Russell Street and they are moving forward. Also, lots of communication with Dan and Gail Green (42 Irving Street) – took fence down (contingent at later date doing wall restoration work). D. Baldwin showed a few slides showing the changes in grade they are proposing. Seems like they are leaning towards a formal hearing with the stepped wall. M. Bush has been in contact with Lori Leahy (53 Westmoreland) and they are coming next month for the continuation of a formal hearing on the rear addition. M. Bush has worked with them to come with a design that might get approval.

**4. Welcome new Commissioners** (see above)

- 5. Discussion of protocols for remote hearings.** Is the AHDC ready to commit to meetings now with documentation, feedback, etc. M. Bush suggested tabling the discussion until after the mock hearing. B. Cohen agreed. S. Makowka asked do we allow applicants and members of the public to share their screens when making statements? Option is if someone wants to make a presentation would be to require that they submit it prior to the meeting and the AHDC could reference material. A concern was raised re Zoom bombing. M. Bush asked if we have a “kill” button and B. Cohen confirmed that she does. M. Bush feels members of the public should be able to do mock ups and be allowed to submit on-line at the meeting. Zoom bombing can be controlled. S. Makowka said we do have a policy for submissions and ask for people to submit things in advance. J. Worden commented that people shouldn’t be restricted for input in his opinion. All agreed that the “kill button” should be used if anyone is unruly or out of line.

D. Baldwin said by rule we should ask people to present any visual in advance. By exception if someone has something then we can allow late submissions. C. Barry said it is important to limit the number of hearings and allow submissions. Pace meetings so we do not over commit at one time. B. Melofchik asked what was the meeting that was a problem – Conservation Commission meeting. It is a balance and she would air on the side of democracy. M. Bush says he would distinguish between submissions and comments. Comments happen in the context of the meeting and are often live – ie documents are presented online and a member of the public wants to present a mock up of said document to dispute submission so there needs to be some provision of live screen sharing. S. Makowka said 2 weeks prior in advance submissions is very important, especially now. We should encourage public to circulate as much ahead of time any rebuttals or additional info.

Discussion about length of meetings and number of meetings per month. M. Bush proposed we put in writing and 1<sup>st</sup> agenda item be some attempt to codify same – S. Makowka will pull together and circulate it to discuss at the June meeting. M. Bush suggested an admin only meeting 2 weeks from tonight, maybe a 2 hour meeting at 8pm. There was general consensus to follow this plan. J. Worden commented that we should be sure to document when application is complete (not just something received) for setting timeline to hold a formal hearing.

The commissioner reviewing applications this month will be Charles Barry.

- 6. Simulated formal hearing practice** - Charles Grinnell joined as a “simulated applicant”.

Note-taker (Carol), Moderator (Beth Cohen) and Person Running Meeting (Steve) – seems to be best way to run meetings successfully. M. Bush and rest of Commissioners offered a hearty thanks to Charles Grinnell.

**7. Old Business**

- a. Avon Place and Central Street Historic District vacant commissioner seats – mailing needed to neighborhoods - **No Discussion**
- b. Report from Streetscape sub-committee – **No Discussion**
- c. Modification of Design Guidelines for Fiberglass Gutter eligibility for a CONA – We should do this but need to have specific guidelines regarding installation (such as mitred corners rather than chopped off rake trim where gable and eave meet which looks very inappropriate). M. Bush was proposing language to put in guidelines – will work on it for next month's meeting.

- 8. Review of projects** – List being updated – over 150 projects, mainly CONA's being removed from active list. S. Makowka asked that any changes will be attached to this month's minutes to document removals.

- 9. Meeting Adjourns** - Roll Call to adjourn moved by M. Bush, seconded by B. Cohen. Yes - J. Worden, B Cohen, D. Baldwin, C. Barry, C. Tee, M. Bush, B. Melofchik, A. Johnson, S. Makowka. Meeting adjourn 9:26pm.

**10. Project Updates:**

**To be removed:**

**[LIST REMOVED ITEMS HERE]**